Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM NO.: 0106
Series of 2023

TO : **ALL MUNICIPAL EMPLOYEES**
This Municipality

DATE : **OCTOBER 23, 2023**

SUBJECT : **AS STATED**

In honor of the late Hon, EDMUNDO F. BALERITE, a Necrological Mass and Service will be held tonight (October 23, 2023), **8:00 p.m. at the Sangguniang Bayan Session Hall**, 2nd Floor Legislative Building, Taytay Municipal Hall.

To show our support to the family as they go through this difficult time, you are hereby directed to attend the said service and render a portion of your time (see attached schedule- Annex A) to be with the family and celebrate a life well-lived in public service.

For your strict compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor

Received 10/23/23

10/23/2023
4:40pm

MHO
10/23/23

10-23-23

SCHEDULE OF DUTY FOR THE WAKE OF THE LATE

HON. EDMUNDO F. BALERITE

DATE	TIME	OFFICES IN-CHARGE
10/23/2023	9:00 - 10:15PM	Office of the Municipal Mayor Community Affairs and PESO Section
	10:00 - 11:15PM	Office of the Municipal Administrator Office of the Municipal Planning and Development Coordinator
	11:00 - 12:15AM	Office of the Mun. Human Resource Management Officer Office of the Municipal Accountant
10/24/2023	12:00MN- 1:15AM	Office of the Municipal Budget Officer Office of the Municipal Engineer
	1:00-2:15AM	Office of the Municipal Agriculturist Office of the Mun. General Services Officer
	2:00- 3:15AM	Office of the Mun. Social Welfare and Development Officer Office of the Mun. Tourism Development and Management Officer
	3:00 – 4:15AM	Office of the Mun. Environment and natural Resources Officer Office of the Mun. Information and Communications Technology Officer
	4:00 – 5:15AM	Office of the Municipal Assessor Officer of the Municipal Treasurer
	5:00 – 6:15AM	Office of the Mun. Disaster Risk Reduction and Management Officer Office of the Municipal Equipment Pool Officer
	6:00 – 7:15AM	Office of the Municipal Health Officer Office of the Municipal Civil Registrar's Office
	7:00 – 8:15AM	Office of the Municipal Mayor Sub-Sections: TPWSO, Market Operations Section, Permit and Licensing Services Section, Cooperative Development Section and Sports and Youth Development Section

CHRISTIAN V. RODRIGUEZ
Municipal Mayor